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ABSTRACT

Rules and guidelines are provided for the handling and shipping of document and journal article information intended for announcement in ERIC's abstract journals "Resources in Education" and "Current Index to Journals in Education." The handling and shipping involved takes place between the ERIC Facility and the ERIC Clearinghouses (both ways). A wide variety of topics are covered: duplicate checking, priority documents, date stamping, acknowledgments to contributors, inter-clearinghouse transfers, NIE Policy Disclaimer labels, reproduction release labels, scope overlap labels, log sheets, packing and wrapping, address labeling. Detailed instructions are given for contributing data to the system-wide duplicate checking tool, the "Acquisitions Data Report" (ADR). (TB)

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* from the original document. *
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ED219085

IR 050 068

ERIC®

PROCESSING MANUAL

Rules and Guidelines for the Acquisition, Selection, and Technical Processing of Documents and Journal Articles by the Various Components of the ERIC Network

SECTION 4: HANDLING AND SHIPPING

January 1981

U.S. DEPARTMENT OF EDUCATION
NATIONAL INSTITUTE OF EDUCATION
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

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National Institute of Education
U.S. Department of Education

SECTION IV: HANDLING AND SHIPPING

HANDLING AND SHIPPING

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HANDLING AND SHIPPING

SUMMARY OF SIGNIFICANT RULES

1. There are two classes of document handling: ROUTINE and PRIORITY. Documents assigned to the latter class must, if selected, be processed in time to be included in the next issue of RIE that has not yet been closed. (PRIORITY documents will usually be selected for RIE for the same reasons they were assigned PRIORITY handling. However, this decision rests with the Clearinghouse unless special instructions accompany the document.)

2. Clearinghouses must send to the Facility, on the last working day of every month, basic title records for all documents selected during that month, for use in compiling the monthly duplicate-checking tool, the *Acquisitions Data Report* (ADR).

3. The basic responsibility for duplicate checking resides with the Clearinghouses. The Facility makes a final check, just prior to publication, on all items received from Clearinghouses.

4. All NIE/ED-sponsored reports must be cleared by NIE/ED Project officers before being processed. Documents received from the ERIC Facility can be assumed to be cleared. Clearances for documents received directly from sources other than the Facility should be sought via the ERIC Facility.

5. Clearinghouses are responsible for obtaining reproduction releases from copyright or proprietary rights holders and for maintaining a permanent file of all releases obtained. Documents for which releases have been obtained must reflect this via Reproduction Release labels affixed to their covers.

6. A Clearinghouse that acquires a document that falls within the scope of another Clearinghouse should forward the document to the relevant Clearinghouse promptly and directly.

7. A Clearinghouse that is assigned a document that overlaps the interests of other Clearinghouses must be certain to index the document from the viewpoints of the other Clearinghouses as well as its own. These other Clearinghouses are indicated on the "Scope Overlap Label," affixed by the ERIC Facility.

8. All documents forwarded for inclusion in RIE must bear an NIE Policy Disclaimer Label stating that the document does not necessarily reflect official NIE policy.

9. Reply Cards (Acknowledgments to Contributors) are optional, and each Clearinghouse may pursue its own preferred course. However, care should be taken not to automatically send such routine "thank you" notes to inappropriate sources, e.g., a State Governor's office. Self-addressed reply cards affixed to documents by source institutions (or by the ERIC Facility for the source) should be detached and forwarded only if the document is rejected; they should be left affixed throughout processing, if the document is selected, as the Facility will later record on them the ED number before returning them to the source.

10. A completed "Clearinghouse Accession Log Sheet" must accompany each shipment of documents from Clearinghouses to the Facility.

11. All packing, wrapping, labeling, and addressing must conform to regulations and limitations recommended or imposed by the Postal Service.

12. ERIC materials shipped from Clearinghouses to the Facility via the Postal Service should be sent Certified Mail, unless otherwise directed. Commercial delivery companies may be used if an equivalent service is available.

13. Shipments of ERIC materials from Clearinghouses to the Facility should conform to the "ERIC Master Schedule" published at the beginning of each calendar year.

14. Clearinghouses should, in general, avoid requesting that documents submitted for announcement in RIE and filming by EDRS be returned. Filming requires that the document be taken apart. Documents must be retained in their original copy at EDRS for a period of four (4) months in order to be able to respond to possible re-filming needs. Under the circumstances, the return of a document represents a significant amount of extra work for EDRS.

IV. HANDLING AND SHIPPING

A. Introduction

This section describes the procedures for handling and shipping documents intended for RIE and journals intended for CIJE. After documents have been acquired, certain forms must be used and certain operations are necessary in order to make the documents ready to proceed through the subsequent phases of processing (selection, cataloging, indexing, abstracting). After processing has been completed, certain guidelines must be followed in wrapping, packing, labeling, and shipping documents from one point to another.

B. Facility Handling

1. Receiving Candidates for RIE

Approximately 7,000 documents are received annually at the Facility, either by mail or messenger, solicited and unsolicited, as candidates for RIE. These documents are delivered to the Acquisitions Department by the Document Control Department where they are processed and assigned to appropriate Clearinghouses for evaluation. Packages are opened and wrappings discarded unless they contain some useful identifying information not found elsewhere, e.g., sender's name and address. The following activities that take place in the handling of these documents are of interest to the network at large:

a. Check of On-Order File

All documents received are first checked against the "On-Order File" to see if they have previously been the subject of a specific request. (Since documents arrive from a variety of sources, it is possible, but rare, for a received document to be found to be on-order, but not to be arriving as a result of the order.) The on-order file is purged as orders are fulfilled; the file at any one time, therefore, represents specific document requests outstanding.

b. Establishing Title Control of In-Process Documents

Title cards (see Figure IV-1) are prepared for all documents received at the Facility. The titles are transcribed exactly as they appear on the document. Personal and corporate authors, report numbers, publication date, sponsoring agencies, series notes, and other identifying data are recorded, if provided. Each card also records the date the item was received, the copies received, and the disposition. The Title File serves as a record of all material received by the Facility. It is used to answer the questions of contributors, Clearinghouses, and Central ERIC. It is a record of all documents that have passed through the Facility on their way to the Clearinghouses. When

a document has finally completed all processing and has received an ED accession number, it ceases to be "in-process." Records in this file are retained for a two-year period and then removed.

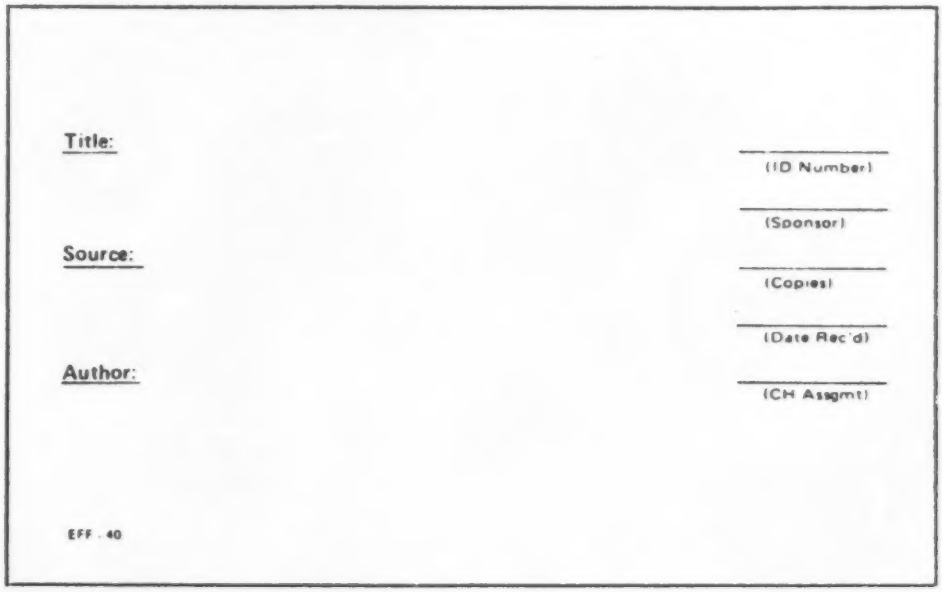


FIGURE IV-1: TITLE FILE CARD
(Same card used for both On-Order and In-Process Control)

c. Duplicate Checking

The basic responsibility for ensuring that documents already in the ERIC system are not processed again lies with the Clearinghouses. The earlier it can be determined that a document is a duplicate, the greater the saving in time, money, and processing effort.

The Facility duplicate checks older documents received at the Facility in the *Title Index*, *Acquisitions Data Report*, and Facility Title Card File. The only check of current documents occurs when the Title Card is filed. If a card is in the file indicating previous receipt of the document, the document is either discarded or sent to the Clearinghouse as a "2d copy" or "Duplicate." If not previously selected, significant documents are occasionally resubmitted, sometimes to another Clearinghouse with the Scope Overlap sticker sent to the original assignee.

The decentralized nature of the ERIC system and its acquisitions efforts results in the Clearinghouses receiving, from various sources other than the Facility, documents that are either already in the system or in-process at their own or other Clearinghouses. Consequently, the Clearinghouses must check their own internal records, the *Acquisitions Data Report*, the *Title Index*, and RIE, in an attempt to avoid duplicate processing.

Clearinghouses receiving NIE or OE reports directly from sources other than the Facility are advised (see Section IV.C.1.d) to notify the Facility in order to obtain clearance. When this occurs, a Title Card is filed in the Facility Title Card File, thereby preventing possible later assignment of this same document to a different Clearinghouse.

d. Information of Use to Document Processors

Some documents acquired by the Facility are accompanied by information (such as copies of letters granting permission to reproduce or providing authorship, ordering, or price information), which is essential for complete and accurate document description. Sometimes information such as address or author affiliation is contained on the outside wrappers and nowhere else. All such information is attached when forwarding documents to Clearinghouses.

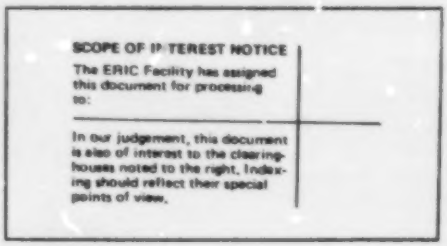
In general, the Facility sends along any information which might help the Clearinghouses identify, catalog, or otherwise process a document.

e. Assignment to Clearinghouses (and Use of Scope Overlap Sticker)

Documents received by the Facility are assigned, on the basis of their subject matter, to the appropriate ERIC Clearinghouses for selection and processing (cataloging, indexing, abstracting). The *ERIC Clearinghouse Scope of Interest Guide* (Appendix A) is the authority used during assignment. The problems met with during assignment vary from the simple to the complex. Documents dealing with single unified topics such as "Teaching English to Sixth Graders" can be assigned quickly, correctly, and with certainty; documents dealing with multi-disciplinary topics (or mixes of target populations and topics), such as "Structural Variables Affecting CAI Performance on Arithmetic Word Problems of Disadvantaged and Deaf Students," can overlap the scopes of several Clearinghouses. It may be necessary to scan the Tables of Contents, Introduction, Conclusion, and even the body of such documents, to determine their major thrust.

In general, the minimum time consistent with reasonable and logical assignments should be spent on this activity. If a document overlaps the scopes of two or more Clearinghouses, a Scope Overlap Label (Figure IV-2) is affixed to the cover. A reproduced copy of the cover bearing such a sticker is then sent to each of the alternative Clearinghouses; this action serves to alert such Clearinghouses to the fact that a document of interest to them has been assigned to another Clearinghouse. If they wish to question the assignment, they can contact directly the "prime" Clearinghouse that received the document and negotiate as to which Clearinghouse should process the document. The label also serves to alert the Clearinghouse that got the document of the need to take account, during the indexing process, of the viewpoints of the alternative Clearinghouses. This can

be done by consulting the lists of "Most Frequently Used Index Terms" provided in the *Scope of Interest Guide* (Appendix A) for each Clearinghouse.


SCOPE OF INTEREST NOTICE

The ERIC Facility has assigned this document for processing to:

In our judgement, this document is also of interest to the clearinghouses noted to the right. Indexing should reflect their special points of view.

FIGURE IV-2: SCOPE OVERLAP LABEL

Note that Clearinghouse assignment, and the number of copies received, are recorded on the Title File Card (Figure IV-1); if duplicate copies of the document are received later, they can be directed, if needed, to the same Clearinghouse.

f. Special Instructions, Guidelines, etc.

From time to time, special instructions are forwarded from the Facility to Clearinghouses along with documents which require special handling. For example, when the National Diffusion Network (NDN) reports were being solicited, special guidelines were distributed to the Clearinghouses containing instructions on indexing (Figure IV-3). Similarly, when Research and Development Utilization (RDU) Program Materials were distributed, instructions were given to those Clearinghouses assigned the materials (Figure IV-4).

g. PRIORITY Document Handling

There are two classes of ERIC handling priorities: (1) ROUTINE; (2) PRIORITY. Certain reports are designated by Central ERIC for rapid or PRIORITY Handling; these are identified by a special PRIORITY Handling Form (Figure IV-5). All other reports are considered ROUTINE and carry no special identification.

The PRIORITY Handling Form is generally affixed by the ERIC Facility just prior to transmittal to the Clearinghouse. PRIORITY documents are handled before ROUTINE documents at all stages by the Facility and are sent separately by the fastest means to the Clearinghouses for processing.

The Clearinghouses must evaluate PRIORITY documents in time to process them, if selected, for the next issue of RIE still open to accessions. This issue is marked on the PRIORITY Form itself, but can also be determined from the ERIC Master Schedule. In some cases, when the RIE issue deadline is very close, PRIORITY documents must be handled within 24 hours of receipt. (In the case of some special projects, an RIE issue other than the very

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OPERATED FOR THE NATIONAL INSTITUTE OF EDUCATION *by* ORI, Inc., Information Systems Division

GUIDELINES FOR PROCESSING

NATIONAL DIFFUSION NETWORK (NDN) MATERIALS

The NDN-ERIC Linkage Commitee, designed to bring NDN and ERIC closer together, was established at the June 1977 Dissemination Forum. It has been working since that time to establish, among other things, guidelines for acquiring and processing NDN materials into the ERIC data base.

In order to ensure that NDN materials will be adequately retrievable, both as a group and individually, the following cataloging procedures have been agreed upon between ERIC and NDN:

1. "NATIONAL DIFFUSION NETWORK" should be used as an Identifier (preferably major) to index documents about NDN.

2. "NATIONAL DIFFUSION NETWORK PROGRAMS" should be used as a minor Identifier, to index documents generated by programs or projects with NDN sponsorship.

3. NDN project names, e.g., "PROJECT ADVENTURE," should be used as Identifiers (preferably major) to index documents dealing with these specific NDN projects.

4. The name/address of the developer/demonstrator to be contacted for further information should not appear in the citation as this is extremely transient information. It is unlikely that a decision to seek additional information about a program would be made solely on the basis of a citation/abstract. Contact point information will normally appear somewhere in the document and hence on the microfiche. This fact can be pointed out in the abstract, e.g., *"The availability of additional information on this program is discussed in Appendix A."* or *"Briefings on the program are available from the developer (see p.54)."*

5. All NDN projects are validated by JDRP. It is useful, however, to be able to retrieve all documents describing validated programs, whether NDN-sponsored or not. It is proposed, therefore, that the Descriptor "VALIDATED PROGRAMS" be used (as a minor term) to tag such documents.

FIGURE IV-3: GUIDELINES FOR PROCESSING NDN MATERIALS
(Page 1 of 2)

Materials that simply are validated programs must be distinguishable during retrieval, however, from materials dealing with the actual subject matter of validation. For the latter, the Descriptor "PROGRAM VALIDATION" should be used.

Ideally, ERIC should eventually include a data element dealing with validation, e.g., validated or not, by which body, date of validation, etc. Such a data element is being considered in connection with the new educational practices file now under study. Until that time, however, this indexing approach will provide a means of retrieving validated programs.

6. All NDN documents are to be submitted to the ERIC Facility and then distributed to the Clearinghouses by the Facility. Each NDN document sent to ERIC will be accompanied by a special self-addressed Reply Card. As soon as a decision about acceptance or rejection of the document has been made by the Clearinghouse, the Reply Card will be completed, detached, and returned to the submitter of the document.

In addition to the above, a summary description of the NDN is being prepared to be used as a front matter insert for all related documents. As a reference and in locating NDN materials, a comprehensive listing of all NDN documents currently in the ERIC data base is being prepared by the Educational Resources Center, New Haven, Connecticut. This bibliography will be available in ERIC.

At the National Diffusion Network meeting on August 17, held in conjunction with the National Dissemination Forum, a packet of materials relating to processing of documents for ERIC was distributed to all attendees. The enclosed documents represent the beginning of NDN input into the ERIC data base under these new guidelines. Since it is intended that the submission of NDN documents to ERIC will be accomplished via the ERIC Facility, if you have any questions covering these procedures, please call the Facility Acquisitions Librarian, Mrs. Grace Sundstrom.

FIGURE IV-3: GUIDELINES FOR PROCESSING NDN MATERIALS
(Page 2 of 2)

ERIC FACILITY

January 25, 1980

Guidelines for Processing

Research and Development Utilization (RDU) Program Materials

GENERAL

For three years, under National Institute of Education sponsorship, seven projects in eighteen states worked to help over 200 schools identify and use R&D-based resources to improve their programs in the areas of basic skills, career education, and inservice education. In the course of this work, the projects---known collectively as the Research and Development Utilization (RDU) Program---developed resource materials and strategies for program improvement that should be of use to schools and persons who serve schools, whether they are based in state departments of education, in regional laboratories, in intermediate units, in teacher centers, or in school districts. These materials are embodied in 60 separate documents that are now being individually entered into the ERIC system.

ROLE OF THE NETWORK, INC.

THE NETWORK, INC., has prepared an annotated catalog (see letter and title page attached) of the RDU materials. This catalog will be put in ERIC as soon as ED numbers can be assigned to each document described therein.

CATALOGING/INDEXING

- The sponsor for all RDU materials should be cited as: "National Inst. of Education (DHEW), Washington, D.C. Dissemination and Resources Group." (BBB10279)

- Two Identifiers are highly recommended in order to tie these materials together:

  *RESEARCH AND DEVELOPMENT UTILIZATION PROGRAM

  LINKING AGENTS (1)

FIGURE IV-4: GUIDELINES FOR PROCESSING RDU MATERIALS

(1) Changed to a Descriptor after this guideline was issued

next one may be specified on the form.) Should a PRIORITY document be rejected, the Clearinghouse should notify the Facility.

DO NOT REMOVE FROM DOCUMENT CLEARINGHOUSE NO. _____

PRIORITY

Please EXPEDITE the processing of the attached report and, if selected, return it to the ERIC Facility for announcement in the _____issue of RIE.

EFF-39

FIGURE IV-5: PRIORITY HANDLING FORM

h. Date Stamping and Shipment Frequency

Each document is date stamped at the Facility on the Title Page before shipment to the Clearinghouses indicating the starting time of the document through the processing stream. Documents are shipped to Clearinghouses once a week, or more often if volume warrants.

i. Reply Cards (Acknowledgments to Contributors)

Many contributors request to be notified of the disposition of their documents, including the ED numbers assigned if the documents are selected. Providing such a service can be a powerful inducement to contributors and, as such, a valuable acquisitions negotiating tool. The Facility directs such contributors to attach a self-addressed postcard to the covers of their documents. In some cases, the Facility attaches such a card for the contributor.

The Facility currently uses three different types of preprinted Reply Cards—ERIC Reply Cards, NDN Reply Cards, and SEA/ERIC Reply Cards (Figure IV-6). NDN and SEA/Reply Cards are by prearrangement always detached and mailed by the Clearinghouses.

Documents bearing Reply Cards go through the same steps as any others and are eventually assigned and transferred to appropriate Clearinghouses.

ERIC REPLY CARD

DOCUMENT TITLE: _____

_____

DISPOSITION OF DOCUMENT:

Selected for the _____ issue of RIE and

☐ is assigned document no. _____

☐ Not selected for RIE.

_____

_____

CLEARINGHOUSE NAME: _____

Date: _____

HAVE YOU ENTERED YOUR CORRECT RETURN ADDRESS ON THE FRONT OF THIS CARD?

(EFF-28 (7-79)

FIGURE IV-6(A): ERIC REPLY CARD

ERIC REPLY CARD

NDN Document Submission

Project Name: _____

Document Title: _____

_____

Please check one: Reproduction Release enclosed ☐

ERIC has Blanket Reproduction Release on file ☐

Date submitted to ERIC: _____

ERIC Disposition of Document

☐ Selected for RIE.

Resume will appear in RIE in about 3 months. Copies cannot be ordered from EDRS before announcement in RIE.

☐ Not selected for RIE.

Clearinghouse Name _____

Date reported to submitter: _____

HAVE YOU ENTERED YOUR CORRECT RETURN ADDRESS ON THE FRONT OF THIS CARD?

THANK YOU FOR SUBMITTING YOUR DOCUMENT TO ERIC

EFF-59 (10/78)

FIGURE IV-6(B): ERIC REPLY CARD (NDN DOCUMENTS)

REPLY CARD Submitting State Education Agency

Document Title: _____

_____

Clearinghouse Temporary Accession # : _____

SEA *Check One:* ☐ Reproduction Release Enclosed

☐ ERIC has Blanket Reproduction Release on File

Check One: If not selected: ☐ Return ☐ Do Not Return

(Please do not ask for return unless absolutely necessary.)

ERIC Disposition of Document

☐ Selected for RIE. Resume will appear in RIE in about 4 months. Copies cannot be ordered from EDRS before announcement in RIE.

☐ Not selected for RIE.

COMMENTS: _____

Clearinghouse Name: _____ Date: _____

HAVE YOU ENTERED YOUR CORRECT RETURN ADDRESS ON THE FRONT OF THIS CARD?

EFF-64 (5/79)

FIGURE IV-6(C): ERIC REPLY CARD (SEA DOCUMENTS)

If a Clearinghouse rejects such a document the decision should be so indicated in the appropriate place on the card. (Supplying a reason for non-selection is optional and at the discretion of the Clearinghouse.) The card should then be removed from the document by the Clearinghouse and mailed to the contributor.

If a Clearinghouse selects such a document for RIE announcement, the card should simply be left attached to the document when it is returned to the Facility. The Facility will then eventually enter on the card the ED number assigned to the document and mail the card to the contributor.

Clearinghouses may originate such cards if they wish, or they may choose to notify their own contributors by form letter or other means after the relevant issue of RIE has been published. Clearinghouse systems for thanking or otherwise notifying document contributors are entirely optional and should not be regarded as either replacing or being replaced by the Facility Reply Card system described here.

j. NIE Document Selection Report

Any NIE or NIE-funded document assigned to a Clearinghouse and not selected for RIE for any reason must be returned to the Facility together with a report citing the reasons for rejection. The "NIE Document Selection Report" form (Figure IV-7) is to be used to provide this report. The rejected document is sent by the Facility to the NIE Library for archival retention.

2. Handling of Documents Shipped to the Facility by Clearinghouses for Inclusion in RIE

Every week, by mail or commercial carrier, the Document Control Department receives shipments from the Clearinghouses of documents for inclusion in RIE. The following steps in handling take place.

a. Shipment Verification

Each shipment of documents from Clearinghouses to the Facility is received in the Document Control Department and the contents are verified against the Log Sheet (Figure IV-8) enclosed in the packages by the Clearinghouse. Any discrepancy is resolved by telephone with the Clearinghouse involved. Records are maintained of document input for each weekly shipment for NIE. A notation is made when a Clearinghouse abstains. If a Clearinghouse abstains for two weeks running, a check is made by the Document Control Clerk to determine the reason. PRIORITY documents are taken immediately to the Editorial Department for processing.

b. Pagination

After receipt and verification, the documents are paginated. The Paginator hand stamps every page according to the instructions given in Section V: "Cataloging." After pagination, documents are returned to the Editorial Department where the editorial function takes place.

NIE DOCUMENT

SELECTION REPORT

FROM : _____ / _____
(Clearinghouse) (Individual)

TO : ERIC Facility Acquisitions Department

SUBJECT : Return of NIE Document or NIE-Sponsored Report Not Meeting Clearinghouse Selection Criteria

REFERENCE: _____
(Title of Document)

☐ Document will not microfilm or reproduce adequately

☐ Document has been/will be published as a journal article

☐ Quality of content is not acceptable

☐ Other _____

☐ Comments: _____

_____

_____

Enclosure

FIGURE IV-7: NIE DOCUMENT—SELECTION REPORT

ERIC CLEARINGHOUSE ACCESSION LOG SHEET

CLEARINGHOUSE Elementary & Early Childhood Education PAGE 1 OF 1

DATE LOGGED December 5, 1980 APPROVAL Rita Nason

ACCESSION NUMBER		LOG/ DOC CHECK	DOCUMENT IDENTIFICATION (Author Last Name or Title One or Two Words)	LEVEL (1, 2 or 3)	COMMENTS
PREFIX	NUMBER				
PS	011299		Swick	1	
PS	011745		Fiene	1	
PS	011746		Jennings	1	
PS	011775		Raph	1	
PS	011783		White House	1	
PS	011784		White House	1	
PS	011785		White House	1	
PS	011786		White House	1	
PS	011787		White House	1	
PS	011796		SPEAC for	1	
PS	011797		Hinze	1	
PS	011799		SPEAC for	1	
PS	011802		Adcock	1	
PS	011803		Sawyer	1	
PS	011804		Roth	1	

TOTAL (This page) 15

ISSUE (RIE or CIJE)

JOURNAL CITATION (CIJE Only)

NOT FOR CLEARINGHOUSE USE

Editor _____ To Key _____

TOTAL SHIPMENT QUANTITY

Received _____ Revised _____

DATA INPUT Issue _____ Batch _____ Reel _____

EFF-38 (12/73)

FIGURE IV-8: CLEARINGHOUSE ACCESSION LOG SHEET (COMPLETED)

c. Central ERIC Review

A representative from Central ERIC spends one day a week reviewing all documents going into RIE. From time to time individual Clearinghouse monitors also join in the review. Documents are reviewed for reproducibility problems and quality of content. Questionable documents may be removed by Central ERIC and discussed with the Clearinghouse by the Clearinghouse Monitor. As a result of this review, Central ERIC arrives at a decision to either reject the given document or to reinsert it into the RIE production stream. Care is taken by the Facility to record all such removals so that no document is lost or misplaced.

d. Duplicates

Despite all checks made by both the Facility and the Clearinghouses, however, some duplicates arrive at the Facility for inclusion in RIE. Immediately prior to preparing an issue of RIE, the Facility does a duplicate check by title using the computer to search the ERIC Master File and the issue in preparation. This "final filter," verified manually by the editors, detects approximately half a dozen duplicates per issue. These documents are then removed from the issue. Duplicates can be returned to a Clearinghouse upon request, but are otherwise discarded. A monthly report is prepared (Figure IV-9) listing these duplicates and indicating the issue of RIE in which they were first announced. It is generally considered that duplicates of items announced three or more months prior should have been caught, whereas duplicates of items in process, or in an RIE issue that has not yet been published, are more understandable.

e. ED Number Assignment

ED Accession Numbers are assigned automatically to documents by the computer system as one of the last steps in computer processing. This action is necessarily delayed so that all duplicates, rejects, and other removals can be accomplished before final accessioning takes place. The resulting unbroken sequence of numbers is a system feature which is very useful to readers of the RIE journal, users of the magnetic tapes, and subscribers to the ERIC microfiche collections.

When the computer assignment of the ED numbers has been completed, the Document Control Clerk records the ED number in a standard position (upper left hand corner) on the cover (or first sheet to be filmed) of each document.

f. Single-Frame Resumes

Computer-produced "Single-Frame Resumes" (printouts of the final computer record for each accession) are matched with the documents prior to their transfer to EDRS. These later become "Page 1" of each document microfiche. Additional copies of the "Single-Frame Resumes" are sent to each Clearinghouse at the same time, as advance notice of their RIE announcements for that issue. Figure IV-10 depicts a single frame resume.

REMOVE LIST - RIESEP80

A. DUPLICATES (3)

1. Readmission of Clearinghouse's Own Input

CE 024 335	RIEJUN80	CE 023 716	ED 181 230
FL 011 059	RIEJAN80	FL 010 427	ED 175 242
RC 012 015	RIESEP76	RC 009 219	ED 123 021

2. Duplicates Appearing in RIE Three Months or More Ago

None

3. Duplicates Appearing in RIE in July, August, and September 1980

None

B. REMOVES (13)

CE 024 778	Pulled by CERIC
CE 024 909	Pulled by CERIC
CG 014 290	Pulled by CERIC
CS 005 359	Pulled by CERIC
CS 502 864	Pulled by CERIC
HE 012 502	Pulled by CERIC
HE 012 590	Pulled by CERIC
HE 012 605	Pulled by CERIC
JC 800 301	Pulled by Clearinghouse
PS 011 316	Pulled by CERIC
RC 011 880	Pulled by CERIC
SE 030 563	Pulled by CERIC
TM 800 110	Pulled by CERIC

C. DELAYED (0)

None

FIGURE IV-9: RIE ISSUE—REMOVE LIST

DOCUMENT RESUME

ED 189 119 TM 800 284

AUTHOR Boker, John R.; Games, Paul A.
TITLE Effects of Motivational and Situational Variables on Achievement Performance.
PUB DATE Apr 80
NOTE 24p.; Paper presented at the Annual Meeting of the American Educational Research Association (64th, Boston, MA, April 7-11, 1980).

EDRS PRICE MF01/PC01 Plus Postage.
DESCRIPTORS *Achievement Need; Aspiration; *Difficulty Level; *Expectation; Failure; Goal Orientation; Higher Education; *Problem Solving; Puzzles; Self Evaluation (Individuals); Sex Differences; *Success; *Transfer of Training
IDENTIFIERS Achievement Scales (Mehrabian); *Anagrams

ABSTRACT

Problem-solving performance and goal-setting behavior were investigated in 156 undergraduates who, on Mehrabian's Achievement Scales, demonstrated either the motive to approach success or the motive to avoid failure. Different expectations of success or failure were induced by fictitious preperformance information. The degree of success or failure actually experienced on the experimental tasks was manipulated by providing anagrams (word games) which varied in objective difficulty (very easy, average difficulty, insoluble). Results showed that only the degree of experienced success or failure significantly influenced problem-solving performance and subjective correlates of satisfaction and ability ratings. Also, individual differences in achievement motives were found to be consistently associated with predicted patterns of goal-setting behavior and task difficulty preferences. Results were discussed in terms of the transfer effects of prior success or failure experiences. (Author/CP)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

FIGURE IV-10: SINGLE-FRAME RESUME (COMPUTER PRODUCED)

g. Reply Cards

All Reply Cards attached to the documents are removed at this time and the ED number assigned to the document noted on the cards. The Document Control Department then mails the cards.

h. Transfer of Documents to EDRS

Each monthly shipment of documents from the Facility to the ERIC Document Reproduction Service (EDRS) is packaged carefully by the Document Control Department. Special care is taken to arrange the documents in numerical sequence in strong boxes, plainly marked on the outside with the corresponding ED numbers. This expedites the handling and filming of the documents by EDRS. After a telephone call from the Facility, EDRS arranges to have the boxes picked up by a messenger service and delivered to them in Arlington, Virginia. A telephone call to Central ERIC advises the Facility Monitor that the shipment has gone to EDRS and that the countdown on microfiche preparation may begin.

3. Handling Microfiche Shipped to the Facility by EDRS

a. Microfiche Distribution

For each issue of RIE, the Facility receives two complete sets of microfiche. One set is housed in the Facility Reference Library for reference and archival purposes. The second set is divided by Clearinghouse and shipped to the Clearinghouses for their use in distributing complimentary microfiche to contributors.

b. Microfiche Inventory and Quality Control Check

The archival set of microfiche shipped from EDRS to the Facility is inspected frame by frame. Each microfiche receives a qualitative "score" and a quantitative "score." A summary report is prepared citing the scoring results in statistical fashion and reporting the particular fiche found to be marginal or unacceptable. Each Clearinghouse receives a microfiche copy of this summary report and should review the Clearinghouse's own input. The Microfiche Inventory Report prepared by the Facility is next reviewed by EDRS and where previously undetected filming errors are the cause of the problem, documents are refilmed and the resultant fiche are redistributed to standing order customers. The results of the EDRS review are reported to Central ERIC by letter. A copy of this letter is listed as an Attachment to each month's *ERIC Administrative Bulletin* (Figure IV-11).

ERIC

DOCUMENT REPRODUCTION SERVICE
P.O. Box 190 ARLINGTON, VIRGINIA 22210 • (703)841-1212

OPERATED BY COMPUTER MICROFILM INTERNATIONAL, CORP.

September 3, 1980

Mr. Jim Prevel
National Institute of Educatic
1832 M Street, N. W.
Washington, D. C. 20208

Dear Jim:

We have reviewed the RIE June 1980 Microfiche Inventory and Quality Check and the following is submitted.

1) Remakes: ED 181 641
ED 182 085
ED 182 332

2) The following documents are not recommended for refilming:

ACCESSION	CLASS	LEVEL	NOTE	REASON FOR NOT REFILMING
181 467	CS	1	NO	No problem found. Replacement sent to Facility
181 953	JC	1	NO	No problem found. Replacement sent to Facility.
182 012	PS	1	NO	Light broken print. filmed as received.
182 225	SO	2	NO	Filmed as received
182 270	SP	1	NO	No problem found. Replacement sent to Facility.

Sincerely,

John N. Veale
Director

FIGURE IV-11: MICROFICHE INVENTORY AND QUALITY CONTROL CHECK—EDRS RESPONSE

C. Clearinghouse Handling

1. Receiving

The majority of the documents received by the Clearinghouses arrive through their own efforts. The Facility program provides supplementary input. In some few cases, documents are transferred from one Clearinghouse to another.

a. Logging, Checking, and Establishing Basic Control

The exact nature of the logs and files maintained by the Clearinghouses to control incoming documents is up to the individual Clearinghouse. As indicated in Section II.E.11, certain basic statistics must be reported quarterly to Central ERIC. It is advisable, therefore, that the Clearinghouse develop a log, file, or other type of record, that gathers, as a minimum, the following types of information about incoming documents:

- Date Acquired;
- Title;
- Author;
- Source (e.g., State, local, Federal, Facility, academic, non-profit, commercial, foreign, international, etc.);
- Contributor (if different from source);
- Disposition (e.g., RIE, local files, transfer, duplicate discard, etc.)

It is also a fairly uniform practice among acquisitions operations to maintain an "On-Order" file, so that the results of specific requests or orders for documents can be determined and followed-up, if necessary.

b. Inter-Clearinghouse Transfers

Any Clearinghouse may send a document directly to another Clearinghouse. This includes those documents received from the Facility (with the exception of PRIORITY documents, which should not be transferred because of the time factor).

Clearinghouses should not discard good quality education-related documents just because they are not within their own scope of interest. Such documents should be routed to the cognizant Clearinghouse, or, if that is ambiguous or uncertain, to the Facility for assignment.

Any Clearinghouse learning of a document that is being processed by another Clearinghouse (e.g., by receipt of a Scope Overlap information sheet from the Facility), but

which it feels should be processed by itself, is at liberty to contact the other Clearinghouse and negotiate for the document in question.

Document Transfer Forms (Figure IV-12) are available from the Document Control Department at the Facility.

c. Information of Use to Document Processors

The Clearinghouse receiving function should ensure that information of use to document processors (e.g., letters from authors) is not discarded, but is retained with the document.

All special instructions and correspondence arriving with documents from the Facility should also be kept with the documents through the document processing phase.

d. NIE/ED Sponsored Reports

All NIE/ED-sponsored reports must be cleared by NIE/ED Project Officers before they can be processed. Normally the Clearinghouses receive such reports from the Facility; it can be assumed that these reports have been given clearance. Any NIE/ED contract/grant reports received from other sources must be cleared through the ERIC Facility before they can be processed. This clearance must be sought in writing (send copy of title page with request). (See Section II-E.6 for further details.)

Any NIE or NIE-funded report that is sent by the Facility to a Clearinghouse and then not selected for RIE, must be returned to the Facility with a form attached indicating the reason for rejection. Forms for this purpose (see Figure IV-7) are available from the Facility's Document Control Department.

e. Duplicate Checking

It is the responsibility of the Clearinghouses to check all documents received to determine whether they are duplicates of those already in the system or duplicates of items in-process at one of the Clearinghouses (including possibly their own). The further a duplicate makes it through the system, the more time, money, and effort are wasted. A duplicate that is announced in RIE adds nothing to the file and presents "noise" to the users.

The first question that must be asked is whether the document is already in RIE. In order to determine this, searches can be made of RIE itself (using the cumulative and issue indexes), the cumulative *Title Index* (and its quarterly supplements), and in certain situations, the *Contract/Grant Number Index* and the *Report/Project Number Index*. Close attention should be paid to the date of publication in making this check. A document

ERIC DOCUMENT TRANSFER FORM

Date Received: _____ Date Transferred: _____

TO: ERIC/ _____

FROM: ERIC/ _____

The enclosed document(s) appear to be more within your scope than ours.

The document(s) were obtained by (check one):

____ solicited contribution
____ unsolicited contribution
____ staff contribution
____ ERIC Facility

Correspondence information is as follows: (check one):

____ all relevant material is attached
____ no relevant correspondence; however the name and address of the contributor or contact person is (if known):

_____
_____
_____

_____
Clearinghouse Contact Person

(EFF-70)

FIGURE IV-12: DOCUMENT TRANSFER FORM

dated 1980 could obviously not have been announced (in identical form) in 1979 or earlier, thus limiting the search that must be made.

The second question is whether the document is in-process anywhere. In order to determine this, searches should be made of the *Acquisitions Data Report* (ADR) and of the Clearinghouse's internal files. The ADR is the system-wide tool for determining what is in-process at the various decentralized processing centers of the ERIC network.

If the document is not found in either of the two checks described above, an entry should be made immediately for it in the ADR (see Section IV.C.1.m) for how to do this). This action essentially "stakes a claim" for the document. (Other Clearinghouses finding an entry for the document in the ADR will realize that it is pre-empted and treat it as a duplicate.) The document may then be passed forward for cataloging, indexing, and abstracting.

If the document is found to be a duplicate and already in RIE, it can be discarded. If it is found to be a duplicate in-process, the ADR "intended use" code should be checked. If the first Clearinghouse in possession of the document has it in a hold status, the second Clearinghouse can evaluate the document with this information in hand, contacting the first Clearinghouse if desired. If the second Clearinghouse is in a better position to announce the document, an entry reflecting this decision should be prepared for the ADR.

Sometimes two or more Clearinghouses receive the same document simultaneously and their respective entries for the ADR appear there simultaneously. Duplicate ADR entries are identified by an asterisk (*). (Note: A minor character variation in entry will void the asterisk. The ADR must, therefore, be used carefully, with all possible title variants consulted.) When a Clearinghouse detects such entries, it should contact the other Clearinghouse(s) involved and negotiate a settlement satisfactory to all concerned. Similarly, any questions as to which Clearinghouse should most appropriately process a document should be resolved by telephone. Processing information or reproduction releases that may already have been generated or obtained by one of the Clearinghouses can usefully be transferred in many instances.

f. Reproduction Release Forms and Corresponding Labels

Unless a document:

(1) has been produced or sponsored by the Federal Government;

(2) specifically waives copyright and reproduction rights; or

(3) was produced before January 1978 and carries no copyright or other restrictions,

the Clearinghouse should seek permission to reproduce from the copyright (or proprietary rights) holder. This procedure is described in detail in Section II.E.8. In some cases ERIC has secured Blanket Reproduction Releases. These arrangements are noted in the *ERIC Acquisitions Arrangements* list and this list should be checked to ascertain whether such permission has been granted. If so, processing can proceed without any further reproduction release action. Reproduction permission should always be obtained on a standard form (Figures IV-13A-B). Signed release forms must be kept on file indefinitely at the Clearinghouses obtaining them.

If permission to reproduce for ERIC purposes is obtained, the Clearinghouse must affix the appropriate Level 1 or Level 2 Reproduction Release Label (Figures IV-14A-B), with the name of the authorizing person or organization filled in, to the cover (or first sheet to be filmed) of the document (Figure IV-15). This procedure ensures that the labels will appear prominently on the first frame of the microfiche.

NOTE: The labels should reflect the permission actually given. If subsequent decisions relative to reproducibility cause a reduction in processing Level from 1 to 2, 1 to 3, or 2 to 3, this should not affect the label. EDRS determines filming level from the computer record, not the label.

g. NIE Policy Disclaimer Label

It is important that recipients of ERIC microfiche and reproduced hard copies of documents understand that the documents are collected from a variety of sources and that they are not necessarily reflections of NIE official positions. It is common for organizations such as ERIC, producing abstract journals and operating information systems, to "disclaim" responsibility for the documents they control and disseminate.

To this end, a standard *NIE Policy Disclaimer Label* (Figure IV-16) must be properly marked and affixed to every document processed at Level 1 or Level 2. (In the case of Level 3, there is no document in hand and none is later disseminated by ERIC, so no sticker is required.)

The label should be affixed to the cover (or first sheet to be filmed) of the document (see Figure IV-15). This ensures that the label will appear prominently on the first frame of the microfiche. The label is stocked by the ERIC Facility Document Control Department and supplies may be obtained upon request.

h. Reply Cards (Acknowledgments to Contributors)

The Facility makes use of Reply Cards (see Figure IV-6) to respond to document contributors who wish to be informed of the disposition (and ED number) of their documents. When the

U.S. DEPARTMENT OF EDUCATION

NATIONAL INSTITUTE OF EDUCATION

EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

REPRODUCTION RELEASE (Specific Document)

I. DOCUMENT IDENTIFICATION

Title: _____

Date: _____

Author(s): _____

Corporate Source (if appropriate): _____

II. REPRODUCTION RELEASE

In order to disseminate as widely as possible timely and significant materials of interest to the educational community, documents announced in the monthly abstract journal of the ERIC system, Resources in Education (RIE), are usually made available to users in microfiche and paper copy (or microfiche only) and sold through the ERIC Document Reproduction Service (EDRS). Credit is given to the source of each document, and, if reproduction release is granted, one of the following notices is affixed to the document.

If permission is granted to reproduce the identified document, please CHECK ONE of the options and sign the release below.

CHECK HERE ☐ Microfiche (4" x 6" film) and paper copy (8½" x 11") reproduction

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

(PERSONAL NAME OR ORGANIZATION AS APPROPRIATE)

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

OR ☐ Microfiche (4" x 6" film) reproduction only

"PERMISSION TO REPRODUCE THIS MATERIAL IN MICROFICHE ONLY HAS BEEN GRANTED BY

(PERSONAL NAME OR ORGANIZATION AS APPROPRIATE)

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

Documents will be processed as indicated provided reproduction quality permits. If permission to reproduce is granted, but neither box is checked, documents will be processed in both microfiche and paper copy.

SIGN HERE

"I hereby grant to the Educational Resources Information Center (ERIC) nonexclusive permission to reproduce this document as indicated above. Reproduction from the ERIC microfiche by persons other than ERIC employees and its system contractors requires permission from the copyright holder. Exception is made for non-profit reproduction of microfiche by libraries and other service agencies to satisfy information needs of educators in response to discrete inquiries."

Signature: _____ Printed Name: _____

Organization: _____ Position: _____

Address: _____ Tel. No.: _____

Zip Code: _____

III. DOCUMENT AVAILABILITY INFORMATION (Non-ERIC Source)

If permission to reproduce is not granted to ERIC, or, if you wish ERIC to cite the availability of the document from another source, please provide the following information regarding the availability of the document. (ERIC will not announce a document unless it is publicly available, and a dependable source can be specified. Contributors should also be aware that ERIC selection criteria are significantly more stringent for documents which cannot be made available through EDRS.)

Publisher/Distributor: _____

Address: _____

Price Per Copy: _____ Quantity Price: _____

IV. REFERRAL TO COPYRIGHT/REPRODUCTION RIGHTS HOLDER

If the right to grant reproduction release is held by someone other than the addressee, please provide the appropriate name and address:

_____

_____

EFF-53 (Rev. 1/81)

FIGURE IV-13(A): REPRODUCTION RELEASE FORM (SPECIFIC DOCUMENT)

U.S. DEPARTMENT OF EDUCATION

NATIONAL INSTITUTE OF EDUCATION

EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

REPRODUCTION RELEASE (Blanket)

I. **DOCUMENT IDENTIFICATION** (Class of Documents)

All publications: _____
Series (Identify Series): _____
Division/Department Publications (Specify): _____

II. **REPRODUCTION RELEASE**

In order to disseminate as widely as possible timely and significant materials of interest to the educational community, documents announced in the monthly abstract journal of the ERIC system, Resources in Education (RIE), are usually made available to users in microfiche and paper copy (or microfiche only) and sold through the ERIC Document Reproduction Service (EDRS). To reduce the number of individual requests that must be made for reproduction release, ERIC attempts where feasible to obtain a blanket release for all documents submitted by an organization. Credit is given to the source of each document, and, if reproduction release is granted, one of the following notices is affixed to the document.

If permission is granted to reproduce the above class of documents please CHECK ONE of the options and sign the release below.

CHECK HERE ⇨

☐ Microfiche (4" x 6" film) and paper copy (8½" x 11") reproduction

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

(PERSONAL NAME OR ORGANIZATION AS APPROPRIATE)

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

OR ☐ Microfiche (4" x 6" film) reproduction only

"PERMISSION TO REPRODUCE THIS MATERIAL IN MICROFICHE ONLY HAS BEEN GRANTED BY

(PERSONAL NAME OR ORGANIZATION AS APPROPRIATE)

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

Documents will be processed as indicated provided reproduction quality permits. If permission to reproduce is granted, but neither box is checked, documents will be processed in both microfiche and paper copy.

SIGN HERE ⇨

"I hereby grant to the Educational Resources Information Center (ERIC) nonexclusive permission to reproduce this document as indicated above. Reproduction from the ERIC microfiche by persons other than ERIC employees and its system contractors requires permission from the copyright holder. Exception is made for non-profit reproduction of microfiche by libraries and other service agencies to satisfy information needs of educators in response to discrete inquiries."

Signature: _____ Printed Name: _____
Organization: _____ Position: _____
Address: _____ Tel. No.: _____
Zip Code: _____

III. **DOCUMENT AVAILABILITY INFORMATION** (Non-ERIC Source)

If permission to reproduce is not granted to ERIC, or, if you wish ERIC to cite the availability of the document from another source, please provide the following information regarding the availability of the document. (ERIC will not announce a document unless it is publicly available, and a dependable source can be specified. Contributors should also be aware that ERIC selection criteria are significantly more stringent for documents which cannot be made available through EDRS.)

Publisher/Distributor: _____
Address: _____
Price Per Copy: _____ Quantity Price: _____

IV. **REFERRAL TO COPYRIGHT/REPRODUCTION RIGHTS HOLDER**

If the right to grant reproduction release is held by someone other than the addressee, please provide the appropriate name and address:

_____
_____

EFF-57 (Rev. 1/81)

FIGURE IV-13(B): REPRODUCTION RELEASE FORM (BLANKET)

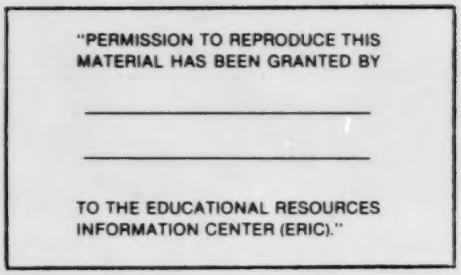


FIGURE IV-14(A): REPRODUCTION RELEASE LABEL
LEVEL 1 (MICROFICHE AND PAPER COPY)

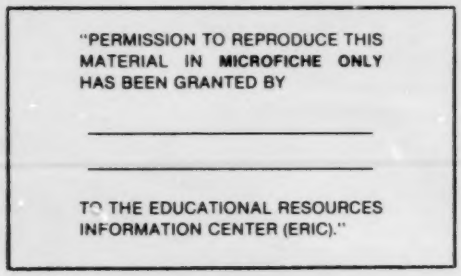


FIGURE IV-14(B): REPRODUCTION RELEASE LABEL
LEVEL 2 (MICROFICHE ONLY)

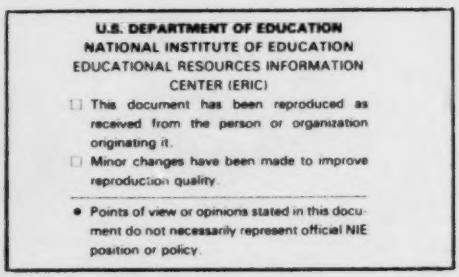

U.S. DEPARTMENT OF EDUCATION
NATIONAL INSTITUTE OF EDUCATION
EDUCATIONAL RESOURCES INFORMATION
CENTER (ERIC)
This document has been reproduced as received from the person or organization originating it.
Minor changes have been made to improve reproduction quality.
Points of view or opinions stated in this document do not necessarily represent official NIE position or policy.

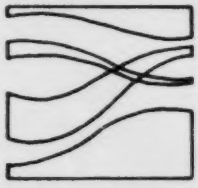
FIGURE IV-16: NIE POLICY DISCLAIMER LABEL

ED123456

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY
R. Rossmiller
TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

SCOPE OF INTEREST NOTICE
The ERIC Facility has assigned this document for processing to: TM | CS
In our judgement, this document is also of interest to the clearinghouses noted to the right. Indexing should reflect their special points of view.

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION
THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY.



Technical Report No. 544

Interim Report: The Refinement of the Test Battery to Assess Word Identification Skills

by Dale D. Johnson, Susan D. Pittelman, Judy Schwenker, and Linda F. Shriberg

TM 800 704

July 1980

Wisconsin Research and Development
Center for Individualized Schooling

2

FIGURE IV-15: TITLE PAGE (SHOWING POSITIONS OF CLEARINGHOUSE ACCESSION NUMBER, NIE POLICY DISCLAIMER LABEL, REPRODUCTION RELEASE LABEL, AND SCOPE OVERLAP LABEL)

Clearinghouses receive documents from the Facility with Reply Cards attached to them, they should only detach and mail the self-addressed card if the document is rejected (citing the reason for rejection is optional). If the document is selected for RIE, the card should simply be left on the document. The Facility will mail the card to the contributor later, after the ED number has been assigned and recorded on the card.

Clearinghouses may make use of similar cards, if they wish, simply by affixing them to the covers of documents. The cards should be fully addressed, postage supplied, titles supplied on the back, and stapled (back side up) at the top center of the document cover. The Facility will handle such Clearinghouse-affixed cards in the same way that it handles its own.

NOTE: Care should be taken not to automatically send such routine "thank you" notes to inappropriate sources, e.g., a state governor's office.

i. PRIORITY Document Handling (By Clearinghouses)

Most documents received at the Clearinghouses from the ERIC Facility are not accompanied by any special forms and are ROUTINE, meaning that they can be treated like any other documents that arrive as candidates for RIE.

However, a few documents are classified (usually by Central ERIC) as PRIORITY. Selection of these items for RIE is still up to the discretion of the Clearinghouses; however, they should be evaluated immediately and, if selected, processed as quickly as possible. The PRIORITY Form (see Figure IV-5) should be left attached to the document throughout processing, to ensure its continued quick handling at all stages. All regular processing steps are observed, but are expedited. The Form indicates the issue of RIE in which the document should be included. Usually this is the very next issue still open to accessions. The speed that is necessary in processing can be determined from the ERIC Master Schedule, copies of which are sent to each Clearinghouse at the beginning of the year. Normally this will involve returning the document to the Facility in the next working week following receipt; however, in extreme cases, 24-hour turnaround may be necessary to make the deadline. If for any reason, this specified schedule cannot be met, the Clearinghouse should notify the Facility.

When the PRIORITY document is shipped to the Facility, *it must be mailed separately on a separate Log Sheet.*

From time to time, Clearinghouses have their own PRIORITY documents that they wish to expedite by moving the document up to the next issue of RIE still open to accessions. When such a document is processed, it should also be shipped separately on a separate Log Sheet with a notice plainly identifying the document as requiring PRIORITY handling.

j. Clearinghouse Accession Numbers

Since the final and permanent ED accession number is assigned late in the processing cycle, it becomes necessary to generate a preliminary accession number in order to identify each document while it is in-process.

The time at which a Clearinghouse assigns a Clearinghouse Number varies somewhat from Clearinghouse to Clearinghouse but all must have a number assigned when the document is listed on the ADR form.

Each Clearinghouse in the ERIC system is identified by a two-letter alpha prefix, e.g., CE, FL, UD, etc. (see Figure I-4 for a complete list). This prefix, together with a six-digit number, forms a preliminary Clearinghouse Accession Number. Up to the time they are announced in RIE, all documents (and associated paperwork) are identified and referred to by this number. Since RIE announcements are grouped by Clearinghouse, this number becomes, in effect, the "sort key" for each RIE issue.

Each Clearinghouse should maintain a log so as to keep track of numbers assigned and to avoid assigning the same number twice. However, Clearinghouses do not have to use every number in sequence. Numbers may be skipped or used out of sequence if necessary. When assigned to a document, the Clearinghouse Accession Number should be stamped or written in the lower left hand corner of the document cover (or first sheet to be filmed).

Documents consisting of several separate parts or volumes which can be processed at the same time should ideally be arranged numerically and assigned consecutive Clearinghouse numbers (e.g., Vol. 1 (IR 101209);Vol.2 (IR 101210), Vol.3 (IR 101211), etc.) in order to keep them together throughout processing and subsequent announcement.

Similarly, documents that are legal-size (8½" to 10" x 14") that can be filmed in one frame only if EDRS employs a time-consuming lens change (e.g., 29X) should also, whenever possible, be grouped and assigned consecutive accession numbers.

Each issue of RIE contains a "Clearinghouse Number to ED Number Cross-Reference List" for that issue. In addition, each December the Facility produces a cumulated version of this listing for the entire RIE file to date.

k. Scope Overlap Label (Figure IV-2)

When the Facility is faced with a document whose subject matter overlaps the scope of two or more Clearinghouses, it must decide which Clearinghouse best seems to match the major thrust and emphasis of the document. The document is assigned for processing to this "prime" Clearinghouse. However, affixed to the cover is a label that informs the prime Clearinghouse of the other Clearinghouses that might feel they have a claim on the document. Reproduced copies of the title page bearing the label are sent by the Facility to these alternative Clearinghouses. In this way, the alternative Clearinghouses are informed of a document that deals with their subject area and that they might even be in the process of requesting or using. If they question the assignment decision, they can call the "prime" Clearinghouse and negotiate the matter. The Clearinghouse actually receiving the document is likewise alerted that it should take into account the retrieval viewpoints of the other Clearinghouses during the indexing process. The *ERIC Clearinghouse Scope of Interest Guide* (Appendix A) is the principal tool used in determining these viewpoints.

l. Complimentary Microfiche (to Contributors)

Each month the Facility transmits to each Clearinghouse the segment of that month's ERIC microfiche collection that was input by that Clearinghouse. These microfiche are to be sent to authors or contributors as a complimentary "thank you" for submitting their documents to ERIC. The text of the letter or note accompanying the microfiche to the contributors is at the discretion of the Clearinghouses. This practice is *mandatory*.

m. *Acquisitions Data Report* (ADR)

Because of the decentralized nature of the ERIC system, it is necessary to devise some way for each of the Clearinghouses to be able to check on which documents are being processed by the other Clearinghouses. The differing subject specializations of each Clearinghouse are not enough to avoid potential duplicate effort. Document topics have a way of overlapping Clearinghouses, and it is not unusual for two or more Clearinghouses to feel equally justified in processing a given document.

The *Acquisitions Data Report* (ADR) is intended to accomplish this coordination. It is a composite list incorporating the previous month's selections of all the Clearinghouses. Only documents selected for announcement in RIE should be included in the ADR. It should not include any rejects, referrals, material retained solely for local files, or material not yet evaluated/selected. It is produced monthly by the Facility on the basis of input received from the Clearinghouses. The current format is a six-month running cumulation (e.g.: January-June, February-July, March-August, etc.), with entries made by title. See Figure IV-17 for a sample ADR page.

ERIC CLEARINGHOUSE ACQUISITIONS DATA — NOV 80 — PAGE 62

TITLE	ACCESS NO	PAGES	PUB.DATE	DISP	ENT.DATE
INSTRUCTIONAL MATERIALS ON AFRICA FOR PRIMARY GRADES. AN INS	SO012684	34	JUL78		07-80
INSTRUCTIONAL MEDIA, ATTITUDE FORMATION AND CHANGE: A CRITIC	IR008930	52	22APR80	1	10-80
INSTRUCTIONAL MEDIA PROGRAMS IN THE STATE LIBRARY NETWORK. A	IR008777	10	80	1	06-80
INSTRUCTIONAL MODEL OF THE COMPOSING SITUATION.	CS205902	37	JUN80	1	11-80
INSTRUCTIONAL MODEL ON MEXICAN CULTURE	SO012838	46	79		*10-80
INSTRUCTIONAL MODEL ON MEXICAN CULTURE	FL011542	46	79		*06-80
INSTRUCTIONAL RESOURCES MONOGRAPH SERIES: ACTIVATED	SE032760	166	JUL80	1	09-80
INSTRUCTIONAL VARIABLES AND STUDENT ACHIEVEMENT	TM800305	39	MAY78	1	*05-80
INSTRUCTIONAL VARIABLES AND STUDENT ACHIEVEMENT IN READING A	SP015232	39	MAY78		*12-79
INSTRUCTION IN STUDENT-GENERATED QUESTIONING TECHNIQUES.	CS005508	12	APR80	1	07-80
INSTRUCTION MANUAL FOR COPL (THE CORNELL UNIVERSITY	SE031518	152	67	2	08-80
INSTRUCTIONS FOR ADMINISTRATION OF THE MATERNAL INTERACTION	TM800667	20	76	1	11-80
INSTRUCTOR'S HANDBOOK: NORTH CAROLINA OUTWARD BOUND SCHO	RC011809	NP	73	1	*02-80
INSTRUCTOR'S MANUAL: DEVELOPMENT OF HIGHER LEVEL THINKING AB	SP016185	300	AUG79		07-80
INSTRUCTOR'S MANUAL: EDUCATION FOR SOCIAL WORK PRACTICE WITH	RC012047	NP	79	1	06-80
INSTRUCTOR'S MANUAL FOR TEACHING THE PRACTICAL COURSES	SE033155	141	JUN79	1	11-80
INSTRUCTORS' MANUAL FOR TRAINING VOCATIONAL TEACHERS TO PREP	CE025140	68	MAY78	1	07-80
INSTRUCT OTHERS TO SET-UP AND OPERATE A VIDEO SYSTEM. PROFES	CE026544	58	80	1	10-80
INSTRUMENTAL ANALYSIS OF THE VOICING CONTRAST IN WORD-INI	FL011802			1	05-80
INSTRUMENTATION IN BIO-MEDICAL RESEARCH. PUBLICATION	SE031838	14	DEC56	2	09-80
IN SUPPORT OF LARGE SCALE COLLEGE ATHLETICS.	SP016171	14	12APR80		07-80
INTEGRATED STUDENT DIAGNOSIS AND INSTRUCTIONAL MODEL: A SUP	JC800450	36	11JUN80	1	06-80
INTEGRATING ACADEMIC PLANNING AND BUDGETING IN A RAPIDLY CHA	HE013135	137	80		10-80
INTEGRATING ADULT DEVELOPMENT THEORY WITH HIGHER EDUCATION P	HE013220	27	80		11-80
INTEGRATING COMMUNICATION RESEARCH: THEORY OR "IMPULSIVE REC	CS502999	21	MAY80	1	05-80
INTEGRATING COMPETENCY TESTING WITH VOCATIONAL-TECHNICAL PRO	CE026841	40	79	1	11-80
INTEGRATING COURSE WORK WITH FIELD WORK PLACEMENTS IN UNDERG	CG014605	8	26MAR80	1	08-80
INTEGRATING CULTURAL DIVERSITY INTO NON-SEX-BIASED CURRICULU	UD020946	129	29MAR80	1	05-80
INTEGRATING EDUCATION IN LIBRARIANSHIP AND INFORMATION SCIEN	IR008650	8	APR78	1	*07-80
INTEGRATING EDUCATION IN LIBRARIANSHIP AND INFORMATION SCIEN	IR008687	9	APR78	1	*07-80
INTEGRATING FIELD AND LABORATORY INVESTIGATIONS OF TELEVISED	PS011691	19	SEP80	1	05-80
INTEGRATING INTERPERSONAL AND SMALL GROUP ORAL COMMUNICATION	CS502968	26	MAY80	1	06-80
INTEGRATING QUANTITATIVE AND ETHNOGRAPHIC METHODS TO DESCRIB	EA012940	NP	APR80	1	09-80
INTEGRATING THE TECHNICAL AND THE POLITICAL: THE CASE OF AN	HE012862	15	APR80		07-80
INTEGRATION OF BURNOUT INTO A STRESS MODEL.	CG014586	37	80	1	07-80
INTEGRATION OF COURSE CONTENT, TECHNOLOGY AND	SE031234	31	DEC70	2	*07-80
INTEGRATION OF EMPLOYMENT AND FAMILY ROLES AMONG WOMEN I	CE025172	20	FEB77	1	06-80
INTEGRATION OF POPULATION EDUCATION IN DEVELOPMENT PROGRAMME	SO012586	12	79		06-80
INTEGRATION OF RESEARCH FINDINGS FROM INVESTIGATIONS OF P	IR008455	27	FEB80	1	*04-80
INTEGRATION OF RESEARCH FINDINGS FROM INVESTIGATIONS OF P	SP015602	26	80		*02-80
INTEGRATION OF SCHOOL AND FAMILY NEEDS BY WOMEN RETURNIN	CE024241	8	FEB80	1	06-80
INTEGRATION OF SPEECH THERAPY TECHNIQUES WITH THOSE OF MO	EC131389	8	APR80		11-80
INTEGRATION OF WOMEN CADETS INTO THE AIR FORCE ACADEMY	HE012912	9	SEP79		07-80
INTEGRATIVE MODEL FOR TEACHING READING AND WRITING BASED	CS205596	12	MAR80	1	06-80
INTELLECTUAL AND BEHAVIORAL STATUS OF CHILDREN BORN TO ADOLE	EC124510	15	SEP79		07-80
INTELLECTUAL FREEDOM IN THE PUBLIC SCHOOLS: AN ASSESSMENT OF	EA012959	199	SEP80	1	09-80
INTELLIGENCE AND NONENTRENCHMENT	TM800650	49	APR80	1	11-80
INTELLIGENCE TESTING 1928-1978	TM800599	28	79	1	10-80
INTELLIGENT SUPPORT SYSTEM FOR ENERGY RESOURCES IN THE US	IR008667	9	APR80	1	07-80
INTENSIVE HOME-BASED TREATMENT INTERVENTIONS WITH MENTALLY R	EC130837	19	MAR80		10-80
INTERACTION AND ROLE STRAIN: ONE-PARENT VERSUS TWO-PARENT SI	CG014667	15	14AUG79	1	05-80
INTERACTION: A TEACHER-TRAINING SIMULATION CONCERNED WITH	SE031957	8	74	2	09-80
INTERACTION BETWEEN CONCEPTUAL LEVEL AND TRAINING METHOD IN	IR008252	21	79	1	*02-80
INTERACTION BETWEEN CONCEPTUAL LEVEL AND TRAINING METHOD IN	SP015516	19	79		*02-80
INTERACTION BETWEEN CONCEPTUAL LEVEL AND TRAINING METHOD IN	HE012243	19	79		*01-80
INTERACTION BETWEEN SEX REFERENTS IN TEST ITEMS AND READ	CS005608	12	78	1	10-80
INTERACTION OF PUBLIC ASSISTANCE AND STUDENT FINANCIAL A	HE013168	19	SEP80		10-80
INTERACTION OF SELF-CONCEPT, TELEVISION, AND LEISURE ACTIVIT	PS011749	9	JUN80	1	10-80
INTERACTIONS BETWEEN ITEM CONTENT AND GROUP MEMBERSHIP ON AC	TM800659	19	APR79	1	11-80
INTERACTIONS OF STUDENTS' KNOWLEDGE WITH THEIR COMPREHENSION	SE031435	88	APR80	2	*08-80
INTERACTIONS OF STUDENTS' KNOWLEDGE WITH THEIR COMPREHENSION	SE031482	90	APR80	1	*06-80
INTERACTIVE ACTIVATION MODEL FO THE EFFECT OF CONTEXT IN	CS005644	104	JUL80	1	10-80
INTERACTIVE ACTIVATION MODEL OF THE EFFECT OF CONTEXT IN	CS005543	95	MAY80	1	08-80
INTERACTIVE COMPUTER ADMINISTRATION OF A SPATIAL	TM800516	72	APR80	1	09-80
INTERACTIVE COMPUTER-BASED APPROACH TO AID GROUP PROBLEM	CS502981	16	JAN80	1	05-80
INTERACTIVE EFFECTS OF COLOR AND COGNITIVE STYLE ON A PI	IR008917	33	23APR80	1	10-80
INTERACTIVE INCONGRUITY HUMOR THEORY DEPICTED IN SOCIAL-NORM	SP016152	NP	ND		06-80
INTERACTIVE MODEL OF RESEARCH AND DEVELOPMENT IN TEACHING	SP016863	23	ND	1	11-80
INTERAGENCY COOPERATION AND AGREEMENTS. POLICY PAPER SERIES:	CE027004	75	MAY80	1	11-80
INTER ASSOCIATION CHILD CARE CONFERENCE. CONFERENCE PROCEEDI	CG014648	149	79	1	08-80
INTERCULTURAL EDUCATION. FASTBACK 142.	SO012610	38	80		06-80
INTERDISCIPLINARITY IN GENERAL EDUCATION: PROBLEMS IN CURRIC	HE012945	20	MAY80		07-80
INTERDISCIPLINARY APPROACH FOR SERVICE DELIVERY IN A RURA	EC124568	21	OCT79		08-80
INTERDISCIPLINARY CO-OPERATION.	FL011897		78	1	*10-80
INTERDISCIPLINARY COOPERATION PANEL PLANNING COMMITTEE	SE029906	70	SEP65	2	*02-80
INTERDISCIPLINARY GRADUATE PROGRAM IN POLICY ANALYSIS.	SE030887	31	OCT73	2	06-80
INTERDISCIPLINARY STUDENT/TEACHER MATERIALS IN ENERGY, THE	SE029974	80	MAY79	2	*02-80

FIGURE IV-17: *ACQUISITIONS DATA REPORT*—SAMPLE PAGE

The ADR is intended as a supplement to the cumulated *Title Index*. The *Title Index* incorporates all items having an ED number; the ADR incorporates all items in process during the previous six months, but not yet assigned ED numbers.

At the time a Clearinghouse decides to assign a Clearinghouse Accession Number to a document, the accession should be recorded on the ADR Input Form (Figure IV-18). These forms are available from the ERIC Facility. On the last working day of every month the Clearinghouse should send to the Facility (separately and via Certified Mail) the ADR Input Forms containing records for all the documents accessioned during that month. The Facility waits until it has received input from all Clearinghouses (about one week), then keys the data, enters it into the special Acquisitions Data File, produces the ADR report, prints the report, and distributes copies to all Clearinghouses. The ADR containing a given month's data is available approximately three (3) weeks after the cut-off (or about the 21st of the next month).

The instructions for completing the ADR Input Form are as follows:

- Clearinghouse Accession Number

  Enter the Clearinghouse Accession Number in Columns 1-8, e.g., "CE123456."

- Pagination

  Enter the number of pages right-justified in Columns 9-12, e.g., 1357. This figure can be the last numbered page in the document and need not be an exact count. Unpaginated documents greater than ten (10) pages in length may be described here as "NP," i.e., not paginated. Pagination is intended as an additional discriminator to assist editors in differentiating items with similar titles.

- Publication Date

  Enter the publication date right-justified in Columns 13-19, e.g., "15May77," or "May77," or "77." Like pagination, publication date can help editors in telling like items apart.

- Disposition

  Enter the code for "Disposition" in Column 20. The sole permissible codes are as follows:

  1 = Selected for RIE, ready for immediate processing.

  2 = Selected for RIE, on hold awaiting release, legible copy, etc.

3 = Selected for RIE, but for various reasons could not be processed.

Completion of this field is mandatory. Transfers, rejects, and items retained solely for local files should not be reported.

If the disposition of a document is changed, its ADR record should be changed accordingly at the next opportunity.

- Title

Enter the title in Column 21-80. Record the title exactly as it appears on the document, including initial articles and initial punctuation marks or special characters. This simple rule will facilitate both the original making of entries and the later comparison of titles during duplicate checking. Truncate the title if necessary, but do not abbreviate words in the title. Documents with titles that are the same throughout their length (or for at least 60 characters of their length) should be differentiated from one another by the addition of some distinguishing data, e.g., Vol. 1, Vol. 2, etc.

The month to which the data pertain should be recorded in the upper left corner of the ADR in the space provided. Since several sheets will normally be required to report one Clearinghouse's accessions, the sheets should be numbered in the upper right hand corner, e.g., Sheet 1 of 3, 2 of 3, 3 of 3, etc. Space is also provided for the date completed and the preparer's name.

Since keying is done directly from the forms, entries should either be typed or written neatly in unambiguous block capitals. When writing, the space marks on the form should be observed in order to ensure clarity. When typing, the space marks on the form can be ignored. Punctuation and special characters may be used only in the title field. The following conventions should be used when writing:

Alpha Character	Number
Ø (oh)	0 (zero)
I (eye)	1 (one)
Z (zee)	2 (two)

Please note that the ADR Input Form is not an OCR form and it is not necessary to use an OCR typewriter or to follow the OCR input conventions when keying this form.

MONTH (NUMERIC) _____ DATE COMPLETED _____ PREPARER _____ SHEET _____ OF _____

ERIC CLEARINGHOUSE – ACQUISITIONS DATA REPORT FORM

CLEARINGHOUSE ACCESSION NO. (8 Chars.)	PAGES (4 Chars.)	PUBLICATION DATE (7 Chars.)	Disposition	TITLE (180 Chars.) ☐ New Records ☐ Changes to Existing Records ☐ Deletions
1 8	9 12	13 19	20	21 30 40 50 60 70 80

EFF 15 (2/77)

Disposition Codes (Mandatory): 1 = Selected for RIE – Immediate Processing Possible
2 = Selected for RIE – Processing Delayed, Must Be Held for Release or Other Reason
3 = Selected for RIE – Processing Could Not Be Completed (For Reason Consult Clearinghouse)

FIGURE IV-18: *ACQUISITIONS DATA REPORT*—INPUT FORM
Page 1 of 2

MONTH (NUMERIC) _____ DATE COMPLETED _____ PREPARER _____ SHEET ____ OF ____

ERIC CLEARINGHOUSE – ACQUISITIONS DATA REPORT FORM

SAMPLE ENTRIES:	CLEARINGHOUSE ACCESSION NO. (8 Chars.)	PAGES (4 Chars.)	PUBLICATION DATE (7 Chars.)	Disposition	TITLE (60 Chars.)
	1 8	9 12	13 19	20	21 30 40 50 60 70 80
BLOCK PRINTED →	AA123456	9999	15MAY77	1	FEDERAL TEXTBOOK ON CITIZENSHIP, OUR CONSTITUTION AND VOL., 1
TYPED →	AB987654	210	JUN78	2	CROSS-CULTURAL APPROACHES: READINGS IN LINGUISTICS

RULES FOR ENTRY OF DATA:

1. Data may be block lettered or typed. When lettering, follow the indicated spacing for clarity. When typing, the space marks may be ignored.
2. Observe the maximum number of characters indicated in the column heading for each of the fixed length fields (columns 1 - 20).
3. Punctuation and special characters may be used only in the title field.
4. Pagination need not be exact, but may be the number given on the last sequentially-numbered page of the document. Unpaginated documents should be described as "NP" (not paginated), if over 10 pages. Pagination here is intended only to provide a basis for comparison between two or more potential duplicates.
5. Recording of a "Disposition Code" is optional. Clearinghouses should use the ADR for all RIE candidates, but may use it for other accessions as well.
6. Enter the title exactly as it appears on the document, including initial articles, punctuation, and special characters (e.g., quotation marks, parentheses). This simple rule will facilitate both the original making of entries and the later comparison of titles. A maximum of 60 characters of the title will be recorded. If you should type more than 60 characters on the form, the excess characters will be deleted. Documents with titles that are the same for their entire length, or for more than 60 characters, should be distinguished from one another by title truncation and the addition of some distinguishing data, e.g., Vol. 1, Vol. 2, etc.

FIGURE IV-18: *ACQUISITIONS DATA REPORT*—INPUT FORM
Page 2 of 2

Each monthly ADR will display in alphabetic sequence all title records gathered from the ADR Input Form during the previous six months and all potential duplicates gathered during the previous year. Potential duplicates will be flagged by printing an asterisk adjacent to the entry date column. Additionally, each Clearinghouse will receive monthly one copy of a customized Activity/Exception Report for that month.

Potential duplicates will be adjudged to be records that have the same title for as long as the shorter of the titles. This convention is necessary due to the variable practices in recording subtitles, series titles, etc. For example, suppose the following two titles have been entered into the system.

Title 1: Motorcycle Safety Education
Title 2: Motorcycle Safety Education. A Curriculum Guide.

The computer will flag these two titles as duplicates, leaving it to human editing to discern if they truly are duplicates. For the purposes of sorting and checking for potential duplicates, the leading articles and all special characters except the left parenthesis will be ignored. (However, these same characters will print in the ADR as part of the title, as recorded by the Clearinghouses.) The slightest difference in the remaining characters will cause the titles to be considered unique (e.g., misspelled words or using a number spelled out vs. a numeric will cause otherwise duplicate titles to be considered unique). Duplicate checking is done only by title. For these reasons, title input to the ADR must be done accurately, and the tool must be used carefully, with full knowledge of its limitations.

The individual "Clearinghouse Activity/Exception Report" will list alphabetically by title all available information for each of the following categories:

(1) Newly Added Records

Within this group, records that contain a valid Clearinghouse prefix, but that do not have six numeric characters immediately following it, will be flagged with a pound sign (#) adjacent to the Clearinghouse number when added to the system, but will also appear in the ADR as entered.

(2) Records Flagged as First Time Duplicates

The first time that a record is detected as a potential duplicate it will appear in this report. This will occur when a new record is entered if it is a potential duplicate to any record then in the file or being added at the same time. Records also appear in this report if a newly entered record appears to be a potential duplicate to an old record and the old record had not been previously considered to be a potential duplicate.

(3) Records Changed

It is possible to change the data in the Pagination, Publication Date, and Disposition fields of an existing record. Records to be changed should be recorded on a separate ADR Input Form and identified as changes rather than new input. When this occurs, the changed record appears in this report (as well as in the ADR).

(4) Records Dropped (Routinely)

Records are dropped from the file after a one year retention period, at which time they appear in this report.

(5) Records Purged by Request

It is possible, by special request, to remove a record from the system. This is the only way, for example, to remove an incorrectly entered title. Records removed in this manner appear in this report. Contact the Acquisitions Department at the ERIC Facility if it is necessary to remove records. A purge request for a record that is not found in the system at the time the request is received, will be noted in a separate report.

Any of the above reports which do not have any entries for a given month will not be printed.

NOTE: If a document is entered into the ADR but then retained without further processing by the Clearinghouse for longer than 6 months, it should be re-entered into the ADR as a courtesy to other Clearinghouses who may acquire the document after its first ADR listing has "expired." Documents awaiting a release or a legible replacement copy may fall into this category.

D. SHIPPING

The following procedures cover the logging, packing, wrapping, labeling, and shipping of materials from the ERIC Clearinghouses to the ERIC Facility and from the Facility to the Clearinghouses and other components of the system. Special instructions concerning the shipment of materials from the Clearinghouses to the CIJE Contractor are also provided.

1. Clearinghouse Shipments to the Facility

a. Documents, Log Sheets, and OCR Forms, etc.

The principal materials sent from the Clearinghouses to the Facility are the accessioned documents intended for RIE announcement, ERIC Resume OCR Forms for each document, Log Sheets for each package, and Vocabulary Development Forms (VDF's) for each new Descriptor being recommended.

The OCR Forms should be shipped protectively, but will survive in normal Jiffy bags, with protective cardboard sheets top and bottom. Clearinghouses should group in one package the documents, resumes, and log sheets. VDF's should be mailed separately and marked "Attn: Lexicographer." Because Level 3 documents are not available from EDRS and are not sent to the Facility, the OCR Forms and reproduced copies of the Title Page and Contents Page (if one exists) for such accessions must be sent to provide the editors something to check against.

b. Information Analysis Products, Newsletters, Other Clearinghouse Publications

In addition to RIE-related material, the Clearinghouses must send the Facility (Attn: Reference Librarian) one copy of every Information Analysis Product (IAP), newsletter, or other Clearinghouse publication, for inclusion in the archival collection of Clearinghouse products maintained by the Facility.

c. Clearinghouse Input to the *ERIC Administrative Bulletin* (EAB)

Each month, Clearinghouses are asked to send any news item or announcements for the *ERIC Administrative Bulletin* to their contract Monitors. This information is compiled by Central ERIC and forwarded to the ERIC Facility by the 10th of the month for the next issue of the EAB.

2. Facility Shipments to Clearinghouses

The Facility distributes a wide variety of materials to the Clearinghouses:

a. Documents acquired through the Facility's Acquisitions Program.

b. Reproduced title pages of documents overlapping the scope of two or more Clearinghouses and bearing a Scope Overlap label.

c. Duplicates, rejects, and other types of documents removed from a Clearinghouse's RIE shipment for one reason or another.

d. Vocabulary Status Reports, showing lexicographic action on VDF's.

e. Labels Necessary to Process Acctions.

- Reproduction Release Labels (Level 1 and Level 2) (EFF-62 and 63)
- NIE Policy Disclaimer Labels (EFF-61)

f. Forms

- ERIC Resume OCR Form (EFF-66)
- Vocabulary Development Form (EFF-73)
- Clearinghouse Accession Log Sheets (EFF-38)
- Acquisitions Data Report—Input Form (EFF-15)
- Reproduction Release (Individual, Blanket) (EFF-53 and 57)
- Document Transfer Form (EFF-70)
- NIE Document—Selection Report (EFF-71)

g. Support Publications

- *Title Index*
- *Acquisitions Data Report (ADR)*
- *Thesaurus* (Working Copy)
- *Source Directory*
- *Contract/Grant Number Index*
- *Clearinghouse to ED Number Cross-Reference List*
- *Report Number Index*
- *Source Postings and Statistics*
- *ERIC Acquisitions Arrangements List*
- *Identifier Authority List (IAL)*

h. Brochures (Typical)

- How to Use ERIC
- How to Start an ERIC Collection
- Submitting Documents to ERIC
- RIE and CIJE Subscription Blanks
- IAP Flyer

i. Single-Frame Resumes to Clearinghouses

j. Miscellaneous Distributions

- RIE (Complimentary)
- CIJE (Complimentary)
- *Interchange*
- *ERIC Information Analysis Products* (annual bibliography)
- *ERIC Processing Manual* (Revisions)
- *ERIC Administrative Bulletin* (EAB)
- Complimentary ERIC microfiche (for authors)
- NIE formal publications

Supplies of forms, labels, and brochures should be requested in specific quantities from the Facility's Document Control Department.

The frequency and number of copies of support publications is determined by Central ERIC. For information on the number of copies distributed to Clearinghouses and/or frequency of distribution, contact the Document Control Department.

In addition to the above, correspondence with the Clearinghouses on various matters is regular and voluminous.

3. Clearinghouse Accession Log Sheet Instructions

Every shipment of documents/resumes for RIE from the Clearinghouses to the Facility must be accompanied by a completed "Clearinghouse Accession Log Sheet" (Figure IV-8). Entries must be made in accession number sequence and the documents must be packed in the same sequence as logged. Clearinghouses must complete all parts of the form down to and including the box marked "Total (this page)":

- Clearinghouse Name;
- Date Logged;
- Signature of Logger;
- Total Accessions Logged on the Sheet and for each accession;
- Clearinghouse Accession Number;
- Brief Identification; Usually Author Surname, Sometimes Title;
- Level (i.e., 1, 2, or 3)
- Any Special Comments (Justification for Brief Document, IAP, etc.)

If only one Log Sheet is required for the shipment, indicate Page 1 of 1. If more than one is required, indicate the sheet number and the total sheets, e.g., Page 1 of 3, Page 2 of 3, Page 3 of 3. If more than one box is required for the shipment, the Log Sheets should be included in the first box and the boxes marked 1 of n, 2 of n, etc.

Upon receipt at the Facility, the shipment and Log Sheet are checked against one another. If both are correct, the documents/resumes go forward for pagination. Copies of the Log Sheets are retained at the Facility for about three months for possible use in reconciliation in case of a discrepancy.

4. Shipping Instructions

a. Packing

Containers or boxes used for shipping should conform to regulations and limitations recommended or imposed by the Postal Service. The following limitations on the dimensions and weight of packages are cited for reference, with the reminder that they are subject to change:

Dimensions: Not over 100 inches (length plus girth)
Weight: Seventy (70) pounds maximum

Containers should be strong enough to withstand normal handling. They should be water resistant to the extent that rain, spillage, and other such frequent occurrences will not damage the contents or undo the package. Tightly packed documents are their own best protection, so each container should be tightly packed, without using individual wrappings or envelopes on the documents. Empty space which cannot be avoided can be most economically filled with tightly packed crumpled newspaper. The

box used should not be overly large, but rather just large enought for the shipment.

b. Wrapping

Wrapping should be accomplished in accordance with Postal Service requirements. Paper packing tape should be used to adequately seal the package and avoid openings and interstices where other pieces of mail might lodge. Cellulose tape, wax, or other sealers should be avoided wherever postmark impressions are made (e.g., stamp area, flap intersections in the case of registered mail, etc.). If string or twine are used, they should be strong enough to do the job.

c. Labeling and Addressing

All packages must bear the complete names and addresses, including Zip Codes, of both sender and addressee. For the latest addresses of all network components, see the *ERIC Directory*. Labels should be securely affixed. Pre-printed labels may be used for consistency and convenience.

In the case of RIE material being shipped from a Clearinghouse to the Facility, the designation "ERIC MATERIAL" should appear on the label and on the left-hand corner of the labeled side of the package. If the shipment is composed of more than one box, each box should be marked to designate the proper sequence (e.g., 1 of 3, 2 of 3, 3 of 3).

d. Shipping Method

ERIC materials shipped from the Clearinghouses to the Facility via the Postal Service should be sent CERTIFIED mail unless otherwise directed. Commercial delivery services (such as United Parcel Service) may be used as long as the route involved is regularly served by the company. If a commercial service is used, the mode of transportation and handling most equivalent to CERTIFIED Mail should be selected.

e. Shipping Schedules

Shipping schedules for accessioned documents intended for RIE are established by Central ERIC and announced in the ERIC Master Schedule which is distributed annually by the ERIC Facility. The current Clearinghouse practice is to ship to the Facility every Friday whatever has been completed during the week. The Clearinghouses should make every effort to ship weekly in order to shorten the elapsed time between acquisition and announcement and to keep the workflow even throughout the system. There are occasionally extenuating circumstances which will prevent weekly

shipment, therefore, weekly shipment is not absolutely mandatory. If the Facility fails to receive a shipment from a Clearinghouse for two weeks in succession, however, it contacts the Clearinghouse to determine the cause of the abstention.

f. Miscellaneous

(1) EDRS Disposition of Original Documents

The disposition of original documents depends on the reproduction technique utilized by the ERIC Document Reproduction Service (EDRS). If paper copy reproduction is done via the microfiche, the original documents are not needed. However, if paper copy reproduction is done via the original document, then they must be retained by EDRS.

Beginning with the April 1971 RIE issue, ERIC microfiche were converted to the COSATI 98-frame standard from the earlier 60-frame standard. Paper copy reproduction prior to that issue is performed via the 60-frame microfiche; paper copy reproduction after that issue is currently done using the 98-frame microfiche. Under this system, original document retention in an archival "Case File," as was once required, is no longer necessary. Alternate dispositions, such as return to the Clearinghouses, are therefore possible. If a Clearinghouse should wish a specific accession to be returned, it should attach a note to this effect (addressed to EDRS) to the front of the document, and after filming, the document (with spine generally removed) will be returned to them by EDRS. Such requests should be the exception and not the rule; it is not intended that all documents should be returned in this way.

At the present time, EDRS stores the original documents for a 4-month period in case the microfiche quality control check discovers a document requiring re-filming. After 4 months the documents are discarded.

E. CIJE Input

1. Handling

The success of CIJE depends largely on quick announcement. To achieve this objective, the processing of the articles in a particular journal and the forwarding of the completed resumes to the Facility should take place as rapidly as possible. Three weeks is to be considered the *maximum acceptable elapsed time* under normal circumstances.

Consistent with this schedule is rapid follow-up on late-arriving issues. However, since publication schedules are often erratic, e.g., many educational journals cease publication during the summer months, such follow-up should be done with advance knowledge of the particular journal's publishing pattern.

Each Clearinghouse is responsible for keeping the necessary serial records in order to ensure that all issues of a given journal for which they have responsibility are received and processed. If the records are adequate they will obviously prevent double processing. Responsibility for the duplicate checking of "one-shot" articles rests with the CIJE Contractor.

If a journal should cease publication, notification should be sent to the CIJE Contractor so that the name of the journal can be removed from the "Source Journal Index" in each issue. Similarly, any change in the title of a journal should be forwarded to the CIJE Contractor so that the "Source Journal Index" can be corrected.

Articles selected for announcement in CIJE are accessioned using a unique identifying number, with alphabetic prefixes already established for each Clearinghouse, as follows:

ALPHA PREFIX	NUMERIC SERIES	CLEARINGHOUSE/PROCESSOR	NOTE
AA*	500 000	CIJE Contractor	1969-1971 ERIC Facility 1972- CIJE Contractor
AC	500 000	Adult Education	Merged into CE in 1973
AL	500 000	Linguistics	Merged into FL in 1971
CE	500 000	Career Education	
CG	500 000	Counseling & Personnel Services	
CS	700 000	Reading and Communication Skills	
EA	500 000	Educational Management	
EC	500 000	Handicapped and Gifted Children	
EF	500 000	Educational Facilities	Merged into EA in 1970
EM	500 000	Educational Media & Technology	Merged into IR in 1974
FL	500 000	Languages and Linguistics	
HE	500 000	Higher Education	

-Continued-

ALPHA PREFIX	NUMERIC SERIES	CLEARINGHOUSE/PROCESSOR	NOTE
IR	500 000	Information Resources	
JC	500 000	Junior Colleges	
LI	500 000	Library and Information Sciences	Merged into IR in 1974
PS	500 000	Early Childhood Education	
RC	500 000	Rural Education and Small Schools	
RE	500 000	Reading	Merged into CS in 1972
SE	500 000	Science, Mathematics, and Environmental Education	
SO	500 000	Social Science/Social Studies Education	
SP	500 000	Teacher Education	
TE	200 000 700 000	Teaching of English	Merged into CS in 1972
TM	500 000	Tests, Measurement, and Evaluation	
UD	500 000	Disadvantaged	
VT	500 000	Vocational and Technical Education	Merged into CE in 1973

*AA = encompasses all journals that cannot be assigned to particular Clearinghouses.

Each Clearinghouse is responsible for keeping appropriate log records to prevent the use of any one Clearinghouse accession number more than once.

2. Shipping

CIJE materials should be shipped from the Clearinghouse to the Facility on a "journal-by-journal" basis. Each shipment must include:

a. Journal Article OCR Form (EFF-66) (Rev. 12/79) (same form used for RIE resumes). Original copies should be sent.

b. Clearinghouse Accession Log Sheet (EFF-38). Each journal issue should begin a new Log Sheet. This form is identical to that used for RIE input (see Figure IV-8). Care should be taken to fill in the "Journal Citation (CIJE Only)" block.

NOTE: The actual journal articles are not shipped.

All shipments of CIJE materials are to be labeled "ERIC Materials" and are to be transmitted via Certified Mail, or equivalent commercial carrier service when shipment size warrants. The OCR forms and Log Sheets should be shipped protectively, in normal Jiffy bags, with protective cardboard sheets top and bottom. If desirable, the Jiffy bag may be included with the weekly RIE shipment, making sure the bag is clearly marked "CIJE."

3. Facility Handling and Shipping

The Document Control Clerk records the date of receipt and the number of items received in each shipment.

The Facility scans the forms and then sends Oryx the resultant magnetic tape together with the forms for proofing purposes.

4. EJ Accession Number

The final EJ accession number is assigned to articles by the CIJE Contractor just prior to publication. It consists of the two-letter alpha prefix EJ, followed by six numerics, e.g., EJ 000 123.